

**MINUTES**  
**NEUSCHAFER COMMUNITY LIBRARY BOARD MEETING**  
**May 3, 2021**

**Present:** Judy McGowan, Jaleen Hacklander, Martha Bailey, Carolyn Schmidt, Bobbi Marks, Melissa Krause (Library Director)

Absent: John Ohlson, Amanda D’Arcy

**Also present:** Louise Thauer, Friends of the Library; Bradley Shipps, OWLS Director

The meeting was called to order at 4:06 PM by Judy McGowan.

**Welcome to two new board members:** McGowan welcomed Jaleen Hacklander and Martha Bailey, both appointed by Waupaca County to begin library board service May 1, 2021, per the expansion opportunity for the board, from 5 members, to 7.

**Director’s Report:**

Dated May 2021, presented by Krause.

**Treasurer’s Report:**

Donation Checking Acct (premier Bank) as of 4/30/2021: \$23,758.64

Donation Money Market Acct (Farmer’s State Bank) as of 4/30/2021: \$21,443.28\*

(\*Marks indicated this is an estimate based on an interest estimate for the month, not yet available.)

Hacklander moved to accept the Treasurer’s report, Schmidt seconded. Motion carried.

**ACTION ITEMS:**

**Add VP position to Library Board:** Due to expansion of the number of board members, a suggestion was made to add another officer. Schmidt made a motion to add the position of Vice President to the Library Board, McGowan seconded. Motion carried.

**Officer Elections for the appointment of May 2021 – April 2022:**

President: Schmidt made a motion to nominate McGowan to the position of President. Marks seconded. Marks moved to close the nominations. Bailey seconded. Motion carried.

Vice President: McGowan moved to nominate Bailey as Vice President. Schmidt seconded. Marks made a motion to close nominations. McGowan seconded. Motion carried.

Secretary: McGowan nominated Schmidt to continue as Secretary. Hacklander seconded. Schmidt motioned to close the nominations. Hacklander seconded. Motion carried.

Treasurer: McGowan made a motion to elect Marks to the position of Treasurer. Schmidt seconded. Schmidt moved to close nominations. Bailey seconded. Motion carried.

**NavePoint Wallmount Cabinet Enclosure/Electrical Work:** Marks made a motion for Krause to contact OWLS representative Dave Bacon, to order the NavePoint Wallmount Cabinet Enclosure, to be used to house library internet and cable hookups. McGowan seconded. Motion carried. (Shipps presented the option to have OWLS purchase the cabinet and submit an invoice to the library for reimbursement, since the new library credit card is not yet set up. Krause will take advantage of this offer.)

Shipps added that CARES Grant money is to be used for electrical items such as the spacing of computer stations due to COVID restrictions, and must be used by the end of June, 2021. Krause will contact Alan's Electric and schedule the necessary electrical work per the renovation project.

Krause shared that the renovation project is ahead of schedule.

**Appreciation Gifts for Former Staff Members:** Schmidt made a motion to gift \$30 chamber gift certificates to three former employees (Pat, Shawnee, Geri) as a thank you for their service to the library, funding to come from the board donation account. Hacklander seconded. Motion carried. McGowan will handle details.

**Minutes:** Minutes from the April 5<sup>th</sup>, April 9<sup>th</sup>, and April 21<sup>st</sup>, 2021 meetings presented. Bailey moved to approve all meeting minutes. Schmidt seconded. Motion carried.

**Payment of Bills:** Krause cancelled the subscription to GoToMeeting, the refunded balance of will be credited to the card used to pay for it. Shipps added that if OWLS could not provide an online meeting platform for future meetings, that "Blue Jeans" is a free option to consider.

Marks presented the expenses to the board. Schmidt moved to accept the payment of the presented bills. McGowan seconded. Motion carried. Board members also signed the bill spreadsheet provided.

Additional: An OWLS check (\$31,089.00) arrived toward annual expenses. The check represents ½ of the Waupaca County annual portion (the other half will disperse in October), the full portion of Waushara County contribution, and an additional amount provided from OWLS discretionary state funding to cover Winnebago County patrons. The check will be given to the Village clerk toward 2021 expenses.

**Check to Friends of the Library toward flooring cost:** Schmidt moved to issue a check in the amount of \$7442.49 (\$500 flooring donation + \$6942.49 ½ flooring cost) to the Friends of the Library. Bailey seconded. Motion carried.

**New Credit Card update:** Marks suggested three people be on the card to allow for all entities involved (Library Director, Library Board, Village of Fremont) to contact card company for changes and/or questions. Bailey moved to have Krause, Marks, and Michelle McClone (Village Clerk/Treasurer) on the card. Schmidt seconded. Motion carried. Marks will handle set up.

**Committee to review Policies/Procedures/Bylaws:** Schmidt made a motion to nominate D'Arcy to be the chairperson of the committee. McGowan seconded. Motion carried. Marks and Schmidt were also named to the three-person committee.

**Summer Library Hours:** Krause made the suggestion to remain open on Wednesday evenings in the summer to accommodate potential Webfooter show attendee traffic. The board agreed the decision would be left up to Krause and be weather dependent. Wednesday hours beginning June 9<sup>th</sup> will change to 10a-8p. Marks will check with McClone about the doors remaining open.

**Library Browsing Hours:** Krause and the library staff are accommodating individuals who wish to browse while the library is housed in the gym. This practice will continue but not be advertised. Post-renovation the library will open back up for browsing, potentially July 1<sup>st</sup> (suggested by Krause), with curbside service continuing. Start date TBD.

**July 30<sup>th</sup> event and performers:** Krause shared that as part of the summer reading program, *Tails and Tales*, she has lined up a Raptor Rehabilitation program for July 30<sup>th</sup> in the gym. Krause has applied for a grant to cover the cost. Specific details for the event TBD. McGowan will coordinate gym use with Village clerk.

**Director Time Off:** Krause requested June 1<sup>st</sup> and 2<sup>nd</sup>, and potentially June 3<sup>rd</sup>, off. She will inform the Village Clerk of whether or not to use PTO days or take the days unpaid. Volunteers may be asked to help if needed, through Friends of the Library.

**Other items:**

Trustee Essentials training Wednesday May 5<sup>th</sup>, 6:30p-8:00p. Attendance by board members could be helpful but is not mandatory.

**Adjournment:** Schmidt made a motion to adjourn, McGowan seconded. Motion carried. Meeting adjourned at 5:37pm.

**Next meeting:** Monday, May 24, 2021, 4:00 pm.

Respectfully submitted,  
Carolyn Schmidt, Secretary